

Small PHA Plan Update  
Annual Plan for Fiscal Year: **2004**

tx448v01

**PHA Plan  
Agency Identification**

**PHA Name:** La Joya Housing Authority

**PHA Number:** TX 448

**PHA Fiscal Year Beginning:** 01/2004

**PHA Plan Contact Information:**

Name: JUAN J. GARZA

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**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**PHA Programs Administered:**

☒ Public Housing and Section 8      ☐ Section 8 Only      ☐ Public Housing Only

**Annual PHA Plan**  
**Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

### **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

NONE

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 84,103.00

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

#### **(1) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment "B"

#### **(2) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment "C"

#### **(3) Capital Fund Program Progress & Evaluation Report**

The Capital Fund Program Progress & Evaluation Report is provided as Attachment "D"

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

## 2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name: NONE 1b. Development (project) number: NONE
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

## **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

### **B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- ☒ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ N/A .
- C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☒ No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment \_\_\_\_\_.
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
☐ Yes ☐ No: below or  
☐ Yes ☐ No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment \_\_\_\_\_.
- ☐ Other: (list below)

### **B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Texas
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- ☒ Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below: (1) CDBG funding (2) Tutoring (3) Computer Lab (4) Sports Activities (5) Employees.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: Increase sports activities and increase police force thus increase patrol in the Housing areas.

C. Voluntary Conversion Required Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?  
**2**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **0**
- c. How many Assessments were conducted for the PHA's covered developments?  
**2**
- d. Identify PHA developments that may be appropriated for conversion based on the Required Initial Assessments:

Development Name	Number of Units
<b>None</b>	
<b>None</b>	
<b>None</b>	
<b>None</b>	
<b>None</b>	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **A. Substantial Deviation from the 5-year Plan:**

### **La Joya Housing Authority**

#### **Substantial Deviation - Significant Amendment or Modification**

Pursuant to Notice PIH 99-33 Attachment B, as Amended by PIH Notice 99-51 (HA) - Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)], the criteria for “a substantial deviation from the 5-Year Plan” and a significant amendment or modification to the 5-Year Plan and Annual Plan”.

La Joya Housing Authority has developed criteria to meet the requirements to define “significant amendment or modifications”, HUD will consider the following actions to be significant amendments or modifications and they are:

- \$ Changes to rent or admissions policies or organization of the waiting list;
- \$ Additions of non-emergency work items (items not included in the current Annual statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- \$ Additions of new activities not included in the current PHDEP Plan; and
- \$ Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

This criteria does not supercede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criteria.



**Attachment “A”****Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<input checked="" type="checkbox"/>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>N/A</b>	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<input checked="" type="checkbox"/>	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
<input checked="" type="checkbox"/>	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
<b>N/A</b>	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
<b>N/A</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>N/A</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
<b>N/A</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>N/A</b>	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<input type="checkbox"/>	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
<input checked="" type="checkbox"/>	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
<input checked="" type="checkbox"/>	Troubled PHAs: MOA/Recovery Plan?	Troubled PHAs
<input checked="" type="checkbox"/>	Other supporting documents (optional) (P & E Reports, Latest Operating Budget)	Annual Plan

Attachment "B"  
**PHA Plan**  
**Table Library**

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**  
**Capital Fund Program (CFP) Part I: Summary**

CFP Grant Number: **TX59P448501-03**      FFY of Grant Approval: **August/2003** (est.)

☒ Original Annual Statement (est.)

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	8,410.00
3	1408 Management Improvements	5,000.00
4	1410 Administration	20,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	3,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000.00
10	1460 Dwelling Structures	25,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	12,693.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>84,103.00 (est.)</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
004/005	Operations	1406	8,410.00
HA-Wide	Management Improvements (Staff training & Update policies)	1408	5,000.00
HA-Wide	Administration (Contract Coordinator)	1410	20,000.00
TX448-4, 5	Fees & Costs (A/E)	1430	3,000.00
TX448-4	Site Improvement (Sidewalk repairs)	1450	10,000.00
TX448-4, 5	Dwelling Structures (Exterior painting, pest & vermin treatment, caulking & sealant, insulation & roof repairs for 25 units.)	1460	250,000.00
TX448-4, 5	Dwelling Equipment-Nonexpendable (Refrigerators)	1465.1	12,693.00
		<b>Total</b>	<b>84,103.00 (est.)</b>

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

<b>Development Number/Name HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>	<b>All Funds Expended (Quarter Ending Date)</b>
TX448-004/005	12/31/06	12/31/08





## Attachment "C"

**Annual Statement/Performance and Evaluation Report (P&E)****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> La Joya Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <a href="#">TX59P448501-03</a>	<b>Federal FY of Grant:</b> <a href="#">2003</a>
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☒ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**  
☐ **Performance and Evaluation Report for Period Ending: 12/31/02** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (100% max. 20% if troubled.)	8,410.00		8,410.00	8,410.00
3	1408 Management Improvements (20% max.)	5,000.00		5,000.00	5,000.00
4	1410 Administration (10% max.)	20,000.00	0	4,707.50	4,707.50
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000.00		1,500.00	---0----
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00		10,000.00	104,000.00
10	1460 Dwelling Structures	25,000.00		20,000.00	10,000.00
11	1465.1 Dwelling Equipment—Nonexpendable	12,693.00		12,693.00	12,693.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency (8% max.)				
21	Amount of Annual Grant: (sum of lines 2 – 20)	84,103.00		84,103.00	84,103.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

<b>Annual Statement/Performance and Evaluation Report (P&amp;E)</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> La Joya Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <span style="color: blue;">TX59P448501-03</span>			<b>Federal FY of Grant:</b> <span style="color: blue;">2003</span>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 12/31/02</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				
			<small>HUD Certification: In approving this budget and providing assistance to a specific housing development(s), I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).</small>		
<small>Signature of Executive Director and Date</small> <b>X</b> <i>Juan j. Garza</i> 08/25/03			<small>Signature of Field Office Manager (or Regional Public Housing Director in co-located office)/OIP Director and Date</small> <b>X</b>		

**Annual Statement/Performance and Evaluation Report (P&E)****rev. #1**

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supporting Pages**

PHA Name: La Joya Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <a href="#">TX59P448501-03</a> Replacement Housing Factor Grant No:				Federal FY of Grant: <a href="#">2004</a>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
004/005	Operations	1406	HA-Wide	8,410.00		8,410.00	8,410.00	On-going
HA-Wide	Management Improvements (Staff training & Update policies)	1408	HA-Wide	5,000.00		5,000.00	1,239.75	On-going
HA-Wide	Administration (Contract Coordinator)	1410	HA-Wide	20,000.00	0	4,707.50	4,707.50	On-going
TX448-4, 5	Fees & Costs (A/E)	1430	Contract	3,000.00		1,500.00	---0---	On-going
TX448-4	Site Improvement (Sidewalk repairs)	1450	per site	10,000.00		10,000.00	10,000.00	On-going
TX448-4, 5	Dwelling Structures (Exterior painting, pest & vermin treatment, caulking & sealant, insulation & roof repairs for 25 units.)	1460	20 units	25,000.00		20,000.00	10,000.00	On-going
TX448-4,5	Dwelling Equipment- Nonexpendable (Refrigerators)	1465	6ea.	12,693.00		12,693.00	12,312.00	On-going

**rev. #1**

## Part III: Implementation Schedule

Capital Fund Program Tables Page 20

# Attachment "D"

## Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.

Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
TX-448-4, 5	PHA WIDE	
		Estimated Cost
		Planned Start Date (HA Fiscal Year)
Operations		8,410.00
Description of Needed Physical Improvements or Management Improvements		5,000.00
Administration (Contract Coordinator)		20,000.00
Fees & Costs (A/E)		3,000.00
Site Improvement (Sidewalk Repairs, Landscaping.)		10,000.00
Dwelling Structures (Exterior Painting, Pest & Vermin Treatment, caulking & Sealant, insulation.)		25,000.00
Dwelling Equipment-Nonexpendable (Refrigerators, stoves & Heaters)		12,693.00
=====		=====
TOTAL		\$84,103.00
Total estimated cost over next 5 years		\$420,515.00

## Capital Fund Program 5-Year Action Plan

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**Required Attachment ”E”: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Martha Sifuentes,	President	(956) 581-7549
Sylvia Cuellar,	Vice-President	(956) 342-9017
Consuelo Villarreal,	Treasure	(956) 580-2639
Julio Aleman,	Secretary	(956) 424-7930



## Attachment "F"



September 16, 2003

Troubled Agency Recovery Center  
San Antonio, Texas

RE: Resident Meeting & Resident Council

La Joya Housing Authority had a resident meeting on. This meeting was initiated to create a new Resident Council and to discuss the future projects. Questions were not asked by the residents but it was understood what the residents need to do. While I had the residents present, I took the opportunity to discuss how important it was to continue having a resident council. The Resident Council is the following:

Martha Sifuentes,	President	(956) 581-7549
Sylvia Cuellar,	Vice-President	(956) 342-9017
Consuelo Villarreal,	Treasure	(956) 580-2639
Julio Aleman,	Secretary	(956) 424-7930

Our Resident Meeting was held on December 06, 2002. We had a discussion about some issues that most residents were concerned are the following:

1. Ceiling Fans (Project #004 tabasco Apt)
2. Refrigerators (Replaced as Needed)
3. Water Heaters (Replaced as Needed)
4. Stoves (Replaced as Needed)
5. Blinds (Window, Project #005)
6. Tenant Pavilion

All these issues were brought to the attention of the Executive Director. The Executive Director explained each issue on the above stated list as follows.

1. Ceiling Fans (we will Install Fans for project #004).
2. Refrigerators [(Replaced) All will be replaced on Tabasco #1].
3. Water Heaters [(Replaced) All will be replaced on Tabasco #1].
4. Stoves (In process in Tabasco #1 will be replaced).
5. Blinds (Done for Project #004 and will soon replace on Project #005).
6. Tenant Pavilion

We also discussed to have a regular meeting so that we can go back and discuss the items that are completed or needs more time to finish. The RAB was given the opportunity to comment on the PHA Plan and no comments were received. In turn, the PHA did not respond to the comments. The PHA will continue to actively work with the residents to generate interest in future plans.

Please feel free to contact me if you should have any questions at (956) 581-7069.

Sincerely



Juan J. Garza  
Executive Director

## Attachment “G”

September 16, 2003

San Antonio, Texas

### **Subject: Progress in Meeting 5-Year Plan Mission and Goals.**

The Housing Authority's mission is to serve the needs of low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability; and to enable improvement of the physical conditions of housing developments; to continually upgrade the management and operations of the public housing agency, while developing and enhancing a stronger, healthier and viable economic initiative-related to low-income housing assistance; and to include any other housing opportunities available to public housing or assisted resident.

### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

#### **PHA Goal: Expand the supply of assisted Housing:**

- (1) Apply for additional rental vouchers: The La Joya Housing Authority (LJHA) has increased on our waiting list and have 128 Vouchers in our Section 8 Voucher Program.
- (2) Acquire or build units or developments: Our Goal is to add 2 units by 12/31/04 through our Capital Fund Program.

#### **PHA Goal: Improve the Quality of Assisted Housing:**

- (1) *Improve Public Housing Management: (PHAS Scores) In the past, the PHA was Troubled and for the year 1999, 2000, 2001, and 2002 we received a 27.10 for 1999, a 28.00 for 2000, a 30.00 for 2001, and a 30.00 for 2002 Scores. Improve Voucher Management: (SEMAP Score) from a 64 (Standard) to a 82% score. The SEMAP Score of 92 is for the year ending 12/31/02. Our Goal is to Score from a 88% to a 100% for 12/31/03.*
- (3) *Concentrate on efforts to improve specific Management functions: (list; e.g., Public Housing finance; Voucher unit Inspections). We have increased our reserves from a 96% on 12/31/2001 to a 112% for 2002. s. Voucher Unit Inspections are being done up-to-date schedule.*
- (4) Renovate or Modernize Public Housing Units: Our Goal was to Renovate 10 (ten) Units by 12/31/00, but we have exceeded our goals. We have painted all 20 units Interiors, Exteriors plus have done major Roofing Replacements and we also have done some installation of insulation to all units.

- (5) Other: (list below) PHA Goal: Improvement of PHA's Status to achieve a A Standard Performer@ status (at minimum) under the PHAS System and Improve Our Scores on Financial Indicators.

- (a) La Joya Housing Authority has provided PHA's & QWHRA Training to staff.
- (b) LJHA has improved on cash Management by reducing expenses and saving for reserves.
- (c) Audits for 1998, 1999, 2000 and 2001 have been completed by John Blakeway (findings in process)
- (d) LJHA has enforced collections and evicted those who fail to abide Our Rent and Collection Policy's.

- (e) LJHA has improved on Cash Reserves by 123% by 12/31/02.
- (f) LJHA has provided Commissioners and Staff Training on Updated Policies.

**PHA Goal: Increase assisted Housing choices:**

- (a) LJHA provides voucher mobility counseling to all new tenants.
- (b) LJHA has conducted outreach efforts for more Landlords.
- (c) There is a increase on Voucher Payment Standard at this time 12/31/03.

**Other: To continue to study feasibility of Section 8 Home Ownership Program.**

**HUD Strategic Goal: Improve community quality of life and economic vitality.**

**PHA Goal: Provide an improved living environment.**

**(1) Implement Public Housing security improvements:**

- (a) More Lighting and Privacy Fencing was added to increase tenants security.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.**

**PHA Goal: Promote self-sufficiency and asset development of assisted households.**

(1) Provide or attract supportive services to improve assistance recipients= employability:

(a) La Joya Housing Authority has attracted services from Texas Work Force Commission and AARP that provide job training. For example, we have AARP a Senior Citizen program that allows our Senior Citizen tenants to work. Also, we have received Work Force provides job training to our Section 8 Program tenants and is added a staff member at no cost to LJHA .

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans.**

**PHA Goal: Ensure equal opportunity and affirmatively further fair Housing .**

- (1) Undertake affirmative measures to ensure access to assisted Housing regardless of race, color, religion national origin, sex, familial status, and disability: La Joya Housing Authority does Ensure equal opportunity and affirmatively further fair housing.
- (2) LJHA provides a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.

**Other PHA Goals and Objectives:**

**PHA GOAL: To effectively administer Public Housing Occupancy Functions, improve performance and strengthen essential operational procedures.**

(1) LJHA has establish efficient applicant certification and tenant selection system. LJHA has set up schedules to complete reexamination of income, assets and deductions for all residents and have conducted reexamination interviews of all residents by development of 90 days prior to effective date of certification. LJHA staff has received training on the areas of Operations.

**PHA GOAL: Improve Financial Management of Resources to ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, and provides an adequate reserve.**

(1) At this point the Executive Director has received Financial, accounting and Budget Training. The Executive Director provides a report to the Board to discuss the agency Financial status and also monitors all budgets according to income expenses. LJHA has made improvements to control LOCCS process, administer internal record file maintenance, and monitor Section 8 Financial process.

**PHA GOAL: Establish method of asset/inventory control.**

(1) LJHA conducts a annual inventory to control property records, equipment, and assets.

**PHA GOAL: Improve computer processing/reporting.**

(1) LJHA has repaired, upgraded computer software, training and continues to maintain an adequate file data.

**PHA GOAL: Update job descriptions and organizational structure.**

(1) LJHA has developed job descriptions to all employees and organized the organizational chart.

**PHA GOAL: Improve procurement/contract management.**

(1) LJHA has adopted a procurement policy and the E.D. has received procurement training. Plan to provide Contract Management training for staff by 12/31/02.

If you should have any questions, please call me at (956) 581-7069.

Sincerely,

Juan J. Garza

---

Juan J. Garza, Executive Director

## Attachment "H"

### Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

LA JOYA HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) ~~No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.~~

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) ~~The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.~~

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

JUAN J. GARZA

Title

EXECUTIVE DIRECTOR

Signature

Date (mm/dd/yyyy)

09/16/2003

form HUD 50071 (3/98)

Previous edition is obsolete.

# Attachment "I"

DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:
<b>8. Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b> \$
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>		<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: JUAN L. GARZA Title: EXECUTIVE DIRECTOR Telephone No.: 956-581-7069 Date: 09/16/2003
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form 111 (Rev. 7-97)



Attachment “J”

Resolution